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VIA FEDEX

March 14, 2025

Denise Nellis, Planning Board Secretary

Keyport Unified Planning Board
70 West Front Street
Keyport, New Jersey 07735

RE: Key 201 Property LLC
Bulk Variance Application
Completeness and Technical Review #1
Application No. KUPB 24-11
201 Beers Street
Block 47, Lot 7
Borough of Keyport, Monmouth County, NJ 07735
FPA No. 23286.001 C1
CME File: HKPE0047.01

Dear Board Members,

Please find the following documents related to the above referenced project.

1. Sixteen (16) signed and sealed copies of the plans entitled "Plot Plan of Key 201 Property LLC, 201 Beers Street, Block 47, Lot 7, Borough of Keyport, Monmouth County, New Jersey", dated February 7, 2025, consisting of 4 sheets as follows:
 - a. Plan entitled "Cover Sheet for Plot Plan, Key 201 Property LLC, 201 Beers Street, Block 47, Lot 7, Borough of Keyport, Monmouth County, New Jersey", Sheet 1 dated February 7, 2025.
 - b. Plan entitled "Existing Conditions and Demolition Plan for Plot Plan, Key 201 Property LLC, 201 Beers Street, Block 47, Lot 7, Borough of Keyport, Monmouth County, New Jersey", Sheet 2 dated February 7, 2025.
 - c. Plan entitled "Site Plan for Plot Plan, Key 201 Property LLC, 201 Beers Street, Block 47, Lot 7, Borough of Keyport, Monmouth County, New Jersey", Sheet 3 dated February 7, 2025.
 - d. Plan entitled "Grading Plan for Plot Plan, Key 201 Property LLC, 201 Beers Street, Block 47, Lot 7, Borough of Keyport, Monmouth County, New Jersey", Sheet 4 dated February 7, 2025.
2. Sixteen (16) signed and sealed copies of the plans entitled "Boundary and Topographic prepared for Lot 7, Block 47 situated in the Borough of Keyport, Monmouth County, New Jersey", dated January 27, 2025 consisting of one sheet.
3. One (1) copy of a document entitled "Checklist".



French and Parrello has reviewed CME's Planning Review 1 letter dated 10/16/24 and notes the following.

For ease of review, we are providing the comments contained in the CME 10/16/24 review in italicized font and our response in bold font.

Completeness Review

1. *Based on the information submitted, the following is required to deem the application complete:*

- a. *The Preliminary and Final site plan checklists shall be completed and submitted with the application. The Applicant should identify the checklist items that require submission waivers.*

Response: Checklist is attached.

- b. *The Tax Payment Certification shall be completed by the Borough's Tax collector.*

Response: To be provided by others.

- c. *A Private garage is defined as a detached or attached accessory building used only for the storage of private passenger vehicles owned or rented. The accessory building includes a loft and a bathroom. The Applicant should identify in the application the intent and purpose of the accessory structure.*

Response: To be provided by others.

- d. *A use variance is required for the accessory structure as it is not a permitted accessory use within the RA zone. The application shall be amended as necessary.*

Response: To be provided by others.

Technical Review

1. *The applicant is seeking bulk variances for construction of a three (3) stall garage with loft area at the rear of the site located on the east side of Beers Street. A paved driveway from Beers Street to the proposed garage is also proposed. Based on the Site Plan shown on the Architect's drawings, the existing site includes a 2 ½ story single family home with rear deck and paved driveway. We note the existing 2 ½ story dwelling and site features shown on the Architect's plans (dated 07/26/24) differs from the site improvements shown on the Survey of the property (dated 02/27/2023) as it appears there is a new principal 2 ½ story dwelling on the site.*

Response: Informational – no response required.



2. *The site is located in the Residential Zoning District RA. Single family, detached homes are a permitted use in the RA Zoning District.*

Response: Informational - no response required.

3. *All other adjacent parcels are in the RA Zoning District and appear to contain single family or multifamily residential uses.*

Response: Informational - no response required.

4. *The subject property is an interior lot having an area of 7,207.0 square feet and is conforming to the present minimum lot area requirements in the RA Zoning District, where a minimum lot area of 5,000 square feet is required. The subject property has a width of 45 feet and is an existing nonconformity to the Minimum Lot Width requirement of 50 feet.*

Response: Informational - no response required.

5. *The Applicant is requesting variance relief for the following:*
 - a. *The existing non-conforming minimum lot width (50 feet required, 45 feet existing).*
 - b. *Maximum height of Accessory Building (16 feet allowed, 24 feet proposed).*
 - c. *Maximum Impervious Surface (60% allowed, 60.3% proposed).*

Response: Informational - no response required.

6. *The survey of property should be updated to shown current conditions. Impervious coverage calculations of the existing and proposed conditions should be shown on the survey and proposed plan.*

Response: Updated survey is attached.

7. *As shown on the FEMA Flood Insurance Rate Map, the subject property is not located within a flood hazard area. Based upon the NJDEP NJ-GeoWeb online resource, there are no freshwater wetlands on or in the immediate proximity of the site.*

Response: Informational - no response required.

8. *The Applicant has requested variance relief as shown on the schedule of area, yard and building requirements shown below. Dimensions and areas were obtained from the Applicant's submittal.*



<u>Item</u>	Required	Existing	Proposed
Minimum Lot Area	5,000 s.f.	7,207.0 s.f.	7,207.0 s.f.
Minimum Lot Width	50 feet	45 feet ENC	45 feet ENC V
Principal Building Minimum - Front Yard Setback	20 feet	29.2 feet	29.2 feet
Principal Building Minimum - Minimum One Side Yard Setback	6 feet	7.2 feet	7.2 feet
Principal Building Minimum - Minimum Both Side Yard Setback	16 feet	19.4 feet	19.4 feet
Principal Building Minimum - Minimum Rear Yard Setback	15 feet	83 feet	83 feet
Accessory Building - Rear Yard	3 feet	5.6 feet (wood shed)	5 feet
Accessory Building - Side Yard	3 feet	3.2 feet (wood shed)	5 feet
Principal Building - Maximum Building Height	2.5 Stories and 30 feet	2.5 Story/29.3 feet	2.5 stories/29.3 feet
Accessory Building - Maximum Building Height	1.5 Stories and 16	NA (wood shed)	2 stories/24 feet V
Maximum Principal Building Coverage	30%	18.4%	18.4%
Maximum Accessory Building Coverage	10%	0.9%	9.8%
Maximum Building Coverage Inclusive of Accessory Buildings	40%	19.3%	28.2%
Maximum Impervious Surface	60%	34.0%	60.3% V
Maximum Percentage of Front Yard Coverage By Parking	30%	0	0

ENC Existing Non Conforming

NA Not Applicable

V Variance Required

Note: Existing Wood Shed Accessory Buildings to be removed

Response: Informational – chart updated per survey and new plot plan, see sheet 3.



9. *In accordance with the Municipal Land Use law NJSA 40:55D-70c, the Applicant must provide testimony to address the positive and negative criteria for the requested "c" variances.*

a. Positive Criteria: The Applicant shall provide testimony to the Board regarding the physical condition of the property and how the strict application of the provisions of the ordinance would result in a hardship that is inconsistent with the purpose and intent of the ordinance. Alternatively, the Applicant may testify that the required variance furthers the purposes of the Municipal Land Use Law and that the benefits of granting the variance will substantially outweigh any detriments.

Response: Informational - no response required.

b. Negative Criteria: The Applicant must demonstrate that the variance can be granted without detriment to the public good and that the granting of the variance will not substantially impair the intent and purpose of the zone plan and zoning ordinance.

Response: Informational - no response required.

10. *In accordance with the Municipal Land Use law NJSA 40:55D-70d, the Applicant must provide testimony to support the requested d(1) use variance for the accessory structure that deviates from the permitted uses in the zone.*

Response: Informational - no response required.

11. *We offer the-following additional comments for review and consideration by the Board and discussion at the Public Hearing:*

a. The proposed Accessory Structure includes three (3) garage stalls with a loft. The proposed loft area includes a kitchen and bathroom. The Application requests approval of "a second-floor loft". The Architect's plan lists the proposed garage and loft as a 1 1/2 story building. The Borough Land Use Regulation's definition of a "Story, Half" states that "a partial story under a gable, hip or gambrel roof, the wall plates of which on at least two opposite exterior walls are not more than four feet above the floor of such story; provided that any partial story shall not be used for residence purposes." Therefore, the Application is for a two-story accessory structure and a Variance is required for a two-story accessory structure.

Response: Informational - no response required.

b. The Applicant should state the proposed use of the garage loft.

Response: Home Office.

c. Proposed new water, sanitary sewer and other utilities to service the proposed accessory structure from Beers Street should be shown on the plans. Construction details are also required.



Response: Sewer is shown as constructed under previous approval. Proposed water is shown on sheet 2.

- d. *The Applicant should address the potential surface drainage impacts of the impervious area of the proposed building roof, driveway and walkway areas and proposed mitigation to prevent adverse impacts on neighboring properties. The roof leaders shall be directed away from the adjacent properties.*

Response: Principal building roof runoff is directed towards Beers Street. Front half of the garage building roof runoff draws towards lawn area on site. Rear half of garage roof drains to grade. No change in grading from existing conditions.

- e. *It appears that less than 5,000 square feet of disturbance is proposed, and accordingly, Freehold Soil Conservation District certification would not be required. However, the Applicant should provide a letter of no interest from the District and include a silt fence along the common property line with the adjacent properties. It is not known if Freehold Soil Conservation District certification was obtained for construction of the new principal building. The combined areas of disturbance for the principal building and proposed Accessory Structure would appear to exceed the 5,000 square foot application threshold.*

Response: Permit or letter of no interest to be provided.

- f. *The Applicant should provide testimony regarding any other agency permits or approvals that are required.*

Response: Informational - no response required.

10. *The followings items should be included as conditions of any approval given by the Board:*

- a. *The Applicant shall obtain approval from the Borough Utility Department for the water and sanitary sewer connections and the Bayshore Regional Sewerage Authority (BRSA).*

Response: Applicant will comply.

- b. *The Applicant is responsible to pay all connection fees to the Borough and the BRSA prior to construction.*

Response: Applicant will comply.

- c. *The Applicant will be required to repair any sidewalk and curb damaged during construction in accordance with the Borough's improvements standards and to the satisfaction of the Borough Engineer.*



Response: Applicant will comply.

- d. The Applicant shall be responsible to post a performance bond and obtain a road opening permit prior to construction.*

Response: Applicant will comply.

- e. The Applicant shall provide a Topographic and Location As-Built Plan which shall be approved by the Borough Engineer prior to the issuance of a Certificate of Occupancy.*

Response: Applicant will comply.

- f. The applicant must obtain any other necessary permits and/or approvals that may be required from any governmental or quasi-governmental entities having jurisdiction over the project, including but not limited to, Building and Construction Permits and Inspections. Copies of all permits must be submitted to the Board and our office.*

Response: Applicant will comply.

If you have any questions or require additional information, please feel free to contact us.

Respectfully submitted,

FRENCH & PARRELLO ASSOCIATES

A handwritten signature in blue ink, appearing to read 'Keith B. Smith', is written over a light blue horizontal line.

Keith B. Smith PE, PP, CME

Senior Vice President

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